

## *Special Event Planning Package*

- Initial one (1) hour FREE consultation to discuss event needs
- Three (3) additional face-to-face meetings to discuss design, theme & décor, budget and timelines and (1) Vendor Event Venue meeting.
- Provide a detailed budget for all aspects of your event and keep you informed as to budget status and payment due date.
- Locate and Secure Venue
- Select vendors, attend scheduled meetings to negotiate contracts and duties
- Ordering and arranging delivery and return of all requested rentals
- Determine special vendor and venue requirements, check amenities, emergency procedures and services of venue(s) and vendors
- Design publication and stationary materials
- Advise and assist you with the wording and placement of any media announcements
- Create a comprehensive “day of” event time schedule for venue, vendors and guests
- Menu Selections
- Florals and Décor
- Arrange for any audio-visual equipment
- Negotiate group room blocks
- Itineraries and Welcome Baskets for Guests
- Design and create an event seating-diagram
- Full staff of Coordinators on the Day of the Event- 6 Hours prior to event
- Receive deliveries, greet vendors, and coordinate all vendor set-ups and design at the venue site
- Ensure tables, décor and stage areas are exact to floor plan
- Coordinate with Master of Ceremonies and/or Disc Jockey
- Distribute final payments and/or gratuities to vendors and venue(s)
- Secure all gifts/donations with your designated representative
- Ensure venue are cleaned up and all rental items are returned